City of Sanford
Solar Photovoltaic Permit Application Checklist

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.

☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.

☐ Copy of applicable contractor's license issued by the State of Florida (if the contractor is the applicant).

☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.

☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).

☐ Completed and signed Owner Builder Statement / Affidavit (if the owner is the applicant).

☐ Provide two copies of a complete basic roof layout indicating the proposed location and orientation of the solar panel array(s).

☐ Provide two copies of signed and sealed engineering for the attachment of the solar photovoltaic system the roof. Wind design data is required on the drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings

☐ Provide the phase, voltage and amperage of the existing electrical service.

☐ Provide two complete copies of the support rail specifications and installation manual.

☐ Provide two complete copies of the power inverters specifications and installation manual.

☐ Provide two complete copies of the photovoltaic module specifications and installation manual.

☐ Provide two copies of an electrical schematic drawing that includes the complete circuitry from the solar panels through the power inverter to the electrical service panel for the building including conductor types and sizes, conduit types and sizes, junction box type and sizes, the size/rating and location of all of the over current protection devices (e.g. fuses, circuit breakers), the rating and location of all of the disconnects and all bonding/grounding compliant with NEC article 690.

☐ An electrical permit submitted by a licensed electrical contractor is required for the portion of the electrical circuit from the supply side of the power conditioning unit through to the building's electrical service as required by Florida Administrative code 61G4-15.021(3)(d) which states "Solar photovoltaic systems. Solar contractors may install new or replace existing power and control wiring in photovoltaic (PV) source circuits, PV output circuits, battery storage system circuits, and power conditioning unit. In an interactive system that operates parallel with a primary source of electrical energy, this work is limited to the PV supply side of the power conditioning unit. In a stand-alone, or non-grid connected system, the work above-referenced shall be limited to the PV supply side of the power conditioning unit and shall not include wiring integral to the building premises. All work shall be done in accordance with the National Electric Code."

These guidelines were compiled to assist the applicant in preparing a solar permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements.

Revised: February 2015